

Employee Online

What is Employee Online?

Employee Online is a web-based system designed to give you access to your employee records. In many instances, you have the capability to modify, correct or otherwise update your records such as your Personal Information. The interactive nature of Employee Online means that in most situations you will have better access to, and greater input to your employee records.

How to access Employee Online?

To access **Employee Online (EO)** at school or at home:

1. Open the web browser
2. Type in the following on the Address bar
www.kusd.edu/eo
3. Enter your Employee ID# in the user name box.
4. Enter your Social Security Number in the password box.

If you have changed the password to something else, type in the new password.

What to do if you can't login to Employee Online?

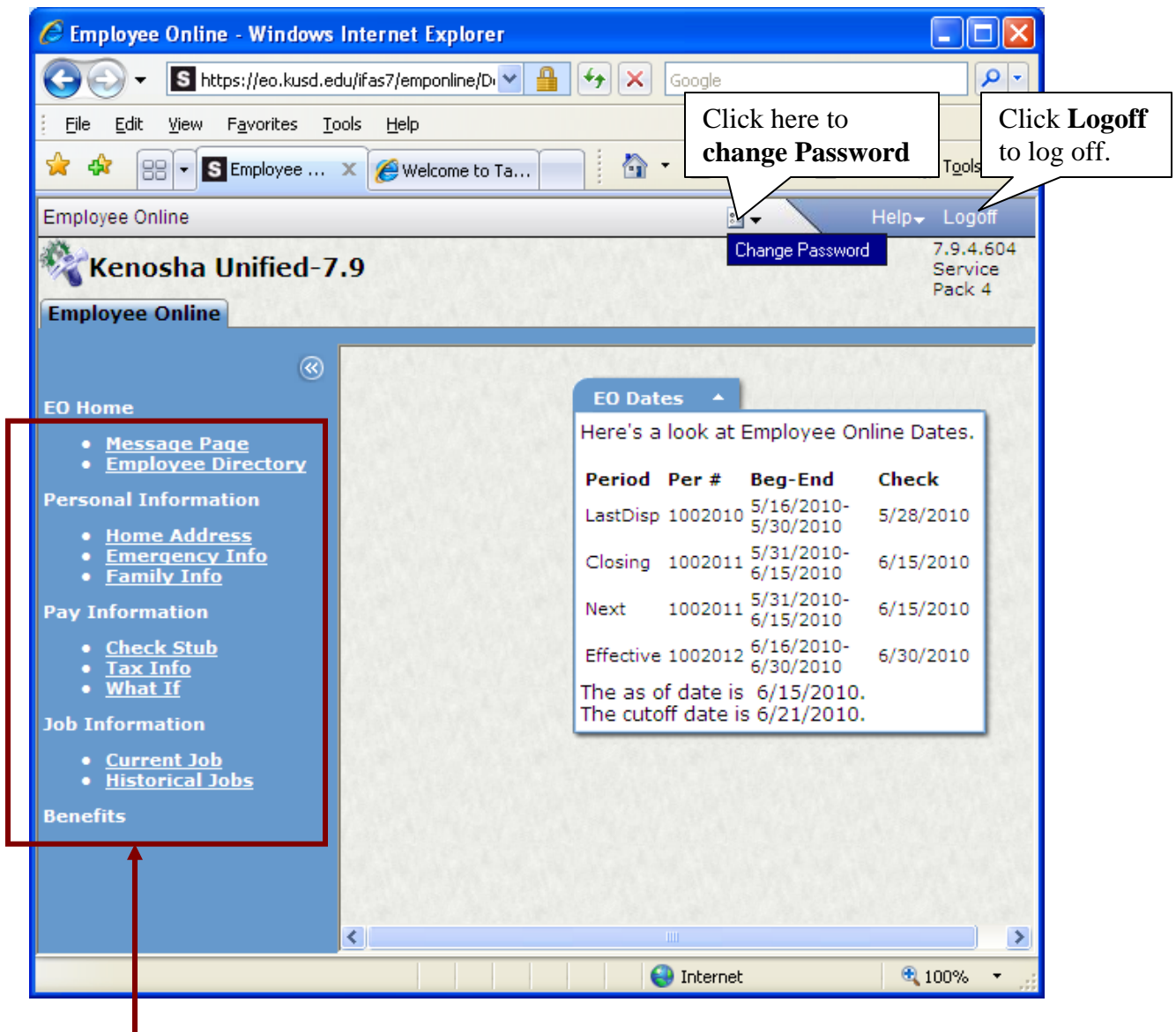
If you can't login to Employee Online, email the Help Desk (helpdesk@kusd.edu) or call the Help Desk at 359-7700.

How to change Employee Online password?

After you successfully log in, click the paper icon on the toolbar and select **Change password**. See the screenshot on Page 2.

If I change the Employee Online password, will this be my new E-mail password as well?

No, at this time the Employee Online password and the E-mail password are two separate passwords. If you change one, it doesn't change the other.



Click each link to see more details.

For example, click the **Home Address** link or the **Emergency Info** link to see the information. If you need to update the information, click **Edit**. **Save** it when done.

Click the **Check Stub** link to see all your check stubs. Click a specific date to show the details of that particular stub.

If you need help, click the **Help** link on the top-right corner of the screen.

When you are done with Employee Online, click the **Logoff** button to the toolbar. See screenshot above.